



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

May 6, 2013

6:00pm. – Gilmanton Academy

Present: Chairman Ralph Lavin, Selectmen Brett Currier and Donald Guarino, Administrative Assistant Stephanie Fogg. Also in attendance, Tom Scribner, Joe Haas, Road Agent Paul Perkins, Paula Gilman, and Thom Dombrowski.

6:00pm Selectmen Lavin opened the meeting, took attendance of those present and voting and led the Pledge of Allegiance.

6:01 pm – General Business

Transfer Station: Selectman Guarino stated that Art Kempton would prefer to continue as the “on-call” person, but would rather not be there every weekend. Selectman Guarino said it would be as simple as advertising for the position, there has always been a good response. Selectman Currier suggested that the manager of the facility be hired first and then follow through with the advertisement for the other position. Selectman Guarino said there are advertisements currently running for the manager’s position and they need to complete the review of candidates.

6:05 pm – Assistance Guidelines – Robin McGlone and Desiree Tumas presented Human Services General Assistance Guidelines on file to be approved and certified by the Town. The regulations presented to the Selectmen came from the State of New Hampshire’s Welfare Guidelines. The forms that are used come directly from the State also. The one area Desiree Tumas suggested the Board look at would be when people are receiving benefits, if they do not have the ability to pay, in some cases the towns are set up for volunteer work. The Town makes the decision to pay or not to pay for workman’s compensation. She gave copies of the State RSA to the Selectmen, which stated that the Town does not, in this case, have to provide workman’s compensation benefits. People who are receiving the benefits of welfare assistance in the town, may not have the ability to pay, but could put in a few hours at the Recycling Center, for instance. Chairman Lavin asked about the circumstance if an accident did happen, how would it be handled without the workman’s compensation. Desiree Tumas responded that the worker would understand that it is their own liability, that is why the RSA was written. Desiree Tumas noted that this part could be omitted at this time; to allow the Board of Selectmen to entertain with Town Counsel, whether or not legally, it would be good for the Town to get the workman’s compensation as safety insurance for the Town. The RSA is clear that the Town is not obligated to carry the workman’s compensation. Desiree Tumas stated that the paragraph could be inserted at a later time after it is addressed by Town Counsel and the Board of Selectmen.

1 Desiree Tumas stated that there is another part in the State Regulations that allows a Landlord
2 who is renting the property out, if your tenant is seeking assistance and the landlord had a tax
3 lien on their property, instead of the property owner receiving the payment for rent, it is applied
4 to the taxes owed.

5
6 Chairman Lavin asked if the LGC was in support of these guidelines, as they supply our
7 insurance. Robin McGlone, Gilmanton's Welfare Director stated yes LGC does support the
8 guidelines. Chairman Lavin said if the LGC supports the guidelines, then he is in strong support
9 of accepting them. Selectman Currier asked Robin McGlone about her opinion regarding the
10 workman's compensation section. Robin McGlone stated that she strongly urged the Selectmen
11 to contact a lawyer to find out about it before you proceed. Robin McGlone also asked if
12 recipients of the welfare, who wish to repay the Town by working, would there be personnel to
13 oversee the workers, to give them jobs to do? Robin McGlone has seen it work in other Towns
14 very successfully.

15
16 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted
17 unanimously to accept the State Welfare Guidelines if Section 11 is deleted,
18 which deals with the Municipal Work Program Only. (3-0 Voice Vote –
19 Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

20
21 Selectman Guarino stated that he would have Town Counsel Walter Mitchell, look at Section 11.
22 Desiree Tumas said the question is, does the Town want to pay for workman's compensation if
23 they were to institute the program, or if by the RSA the Town is not obligated to buy the
24 workman's compensation Plan. Selectman Currier said if LGC agrees that they would pay the
25 bill if someone got hurt while working to payback the Town for Welfare Assistance, then
26 Selectman Currier is all for it, if the LGC does not agree that they would pay the bill, then there
27 is no way Selectman Currier would have the Town go without the workman's compensation.
28 Selectman Guarino will contact LGC to clarify. Section 11 can be added back in to the
29 Guidelines at any time.

30
31 **6:25 pm – Highway Department, Paul Perkins – Paving Price and Employee Evaluation**

32
33 Mr. Perkins brought forward three bids for paving for the Town:

- 34 1. Wolcott Construction
35 Machine Method \$ 65/Ton
36 Hand Work Method \$103/Ton
37 2. GMI Asphalt
38 Machine Method \$ 71/Ton
39 Hand Work Method \$125/Ton
40 3. Pike Industries
41 Machine Method \$ 78/Ton
42 Hand Work Method \$125/Ton
43

44 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted
45 unanimously to accept the bid by Wolcott Construction for Town paving. (3-0
46 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–
47 yes)
48

6:30pm – Non-Public Session – RSA 91-A:3,II(c)

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative Assistant Stephanie Fogg and Road Agent Paul Perkins.

Board of Selectmen discussed employee evaluation.

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to seal the minutes of the non-public session to avoid adversely affecting the reputation of a person other than a member of the Board. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to come out of Non-Public Session at 6:45 pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

The meeting room was opened to the public. The Board noted the non-public session minutes were sealed to avoid adversely affecting the reputation of a person other than a member of the Board.

6:45 pm – Highway Department – Paul Perkins noted that the Summer schedule for the Highway Department is now in effect for 4 days a week, 10 hours per day.

6:46 pm – Public- Input

Mr. Joseph Haas - The Selectmen will correspond with Colin Van Ostern, at the Executive Council Office requesting that Mr. Ostern address the Constitutional question by Mr. Haas.

7:00 pm – Transfer Station - Tom Scribner spoke about the NRRA meeting coming up on May 8, 2013 in Epsom. The Selectmen would look into the meeting and sending representation.

Jim Presher from the Concord Co-op is scheduled for May 13, 2013 to speak to the Selectmen. Mr. Scribner also noted that the Co-op has a meeting May 17, 2013. Mr. Scribner stated that in order for Ron Nason to attend some of the upcoming meetings, he needs to have flexibility. The Selectmen are working toward filling the Recycling Center Managers Position and then they will address additional help.

7:15 pm – General Business

Security System – Stephanie Fogg reported to the Selectmen that there is currently 4 portable security buttons and 4 stationary buttons. Selectmen discussed Mr. Marsten's quote for

1 replacing the portable units. Selectman Guarino stated after the discussion that the amount of
2 security buttons in the Academy is adequate, unless there is information as to why it is not. It
3 was brought to the Selectmen's attention, that the stationary buttons have to be reset each time
4 they are used or tested. Selectman Guarino and Selectman Currier suggested the system be
5 tested by Chief Collins. Arrangements will be made to have the system tested.

6
7 **Boards and Commissions -** Selectmen Guarino requested a list of current vacancies for each
8 Board and Commission. Heidi Jackson-Rhine Deputy Town Clerk/Tax Collector provided an
9 updated list of current members and vacancies for all Town Boards and Commissions. Stephanie
10 Fogg to collect the information, and post vacancies on the Gilmanton website, at the Academy
11 and the post offices.

12
13 **LGC Training** – Cindy Bedford, Gilmanton's Health and Safety Coordinator through LGC
14 submitted a letter to the Board of Selectmen asking them to approve a lunch and learn training on
15 Back Injury Prevention and Peace of Mind (understanding stress and how to cope with it in a
16 positive way) on May 30, 2013. LGC has provided the Town of Gilmanton with \$600 for this
17 type of training for all employees. Chairman Lavin will speak with Ms. Bedford to clarify and
18 report back to the Selectmen.

19
20 **Community Action Program Belknap- Merrimack Counties, Inc.-** The Selectmen received
21 a letter from Ralph Littlefield, Executive Director, notifying the Town of Gilmanton that the
22 Community Action Program is in receipt of the 2013 appropriation in the amount of \$4,283.00.
23 Community Action Program Belknap-Merrimack Counties, Inc. wishes to take this opportunity
24 to thank the Selectmen and the Town's people for their support of the program. Selectman
25 Guarino will inquire how the funds have directly helped the people in Gilmanton before the next
26 appropriation of funds.

27
28 **Gilford High School** – The Board of Selectmen received a request from Dakota Clarke, Gilford
29 High School Student Council President. Gilford High School juniors and seniors would like to
30 volunteer their time and talents to help public or non-profit agencies complete a work project in
31 either Gilford or Gilmanton on May 24th. Students are interested in any task that you might find
32 helpful from painting to gardening to spring cleanup. Selectman Guarino suggested cleaning at
33 the dump, debris that is in the woods and/or painting. Selectman Guarino said that the Town has
34 talked to the LGC regarding volunteers, a safety meeting would have to be conducted with the
35 volunteers before helping. Selectman Guarino volunteered to conduct a safety meeting for the
36 Gilford High School volunteers. Selectman Guarino will contact Dakota Clarke or email Student
37 Council Advisor to follow-up.

38
39 The Board of Selectmen received a letter from a Gilford High School Student regarding a civics
40 project and the study of local government. Chairman Lavin to address the questions before May
41 15, 2013.

42
43 **7:40pm -Non -Public Session – RSA 91-A:3,II(c)**

44 **MOTION:** On a motion by Selectman Guarino , seconded by Selectman Currier, it was
45 voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice
46 Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

1 The meeting room was closed to the public. Present during the Non-Public
2 Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative
3 Assistant Stephanie Fogg, and Town Tax Collector/Town Clerk Debra Cornett.
4
5

6 The Board of Selectmen discussed deed waivers. No deeds taken this year.
7

8 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted
9 unanimously to come out of Non-Public Session at 8:00 pm. (3-0 Voice Vote –
10 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)
11

12 The meeting room was opened to the public. The Board noted the non-public session minutes
13 were not sealed.
14

15 **8:00 pm – Fire Department - EMPG Grant Agreement** – The Board of Selectmen signed the
16 grant agreement and it was notarized by Debra Cornett, Town Tax Collector/Town Clerk. This
17 is a 50/50 matching grant. The matching funds will come from each of the following
18 departments equally: Fire Department, Police Department, Highway Department and
19 Emergency Management, these funds were approved as part of this year's budget. The
20 document will be returned to Chief Hempel for processing with Board of Selectmen's approved
21 meeting minutes attached.
22

23 **Historic District Commission and Conservation Commission** – The Board of Selectmen
24 signed the Oaths of Office for new full member Ernie Hudziec, Historic District Commission
25 and re-appointed member Patrick Hackley, Conservation Commission.
26

27 **8:10 pm – Non-Public Session – RSA 91-A:3,II(c)**

28 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted
29 unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote
30 – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)
31

32 The meeting room was closed to the public. Present during the Non-Public
33 Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative
34 Assistant Stephanie Fogg.
35

36 The Board of Selectmen discussed cleaning up Town Property.
37

38 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted
39 unanimously to come out of Non-Public Session at 8:15 pm. (3-0 Voice Vote –
40 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)
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42 The Board noted the non-public session minutes were not sealed.
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8:16pm – Non-Public Session – RSA 91-A:3,II(b)

MOTION: On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(b). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative Assistant Stephanie Fogg.

The Board of Selectmen discussed employee evaluation.

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to come out of Non-Public Session at 8:20 pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

The Board noted the non-public session minutes were not sealed.

8:22 pm – Non-Public Session – RSA 91-A:3,II(c)

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative Assistant Stephanie Fogg.

The Board of Selectmen discussed applications for Town Administrator's Position.

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to come out of Non-Public Session at 8:50 pm. (3-0 Voice Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)

The Board noted the non-public session minutes were not sealed.

8:51pm – Non-Public Session – RSA 91-A:3,II(c)

MOTION: On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted unanimously to enter Non-Public Session per RSA 91-A:3,II(c). (3-0 Voice Vote – Chairman Lavin–yes, Selectman Currier–yes, Selectman Guarino–yes)

The meeting room was closed to the public. Present during the Non-Public Session were Chairman Lavin, Selectmen Currier and Guarino, Administrative Assistant Stephanie Fogg,

The Board of Selectmen discussed an employee matter.

1
2 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, it was voted
3 unanimously to seal the minutes of the non-public session to avoid adversely
4 affecting the reputation of a person other than a member of the Board. (3-0 Voice
5 Vote – Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)
6

7 **MOTION:** On a motion by Selectman Currier, seconded by Selectman Guarino, it was voted
8 unanimously to come out of Non-Public Session at 9:04pm. (3-0 Voice Vote –
9 Chairman Lavin–yes, Selectman Guarino–yes, Selectman Currier–yes)
10

11 The meeting room was opened to the public. The Board noted the non-public session minutes
12 were sealed to avoid adversely affecting the reputation of a person other than a member of the
13 Board.
14

15 **Other Business**
16

17 **9:06 pm - Transfer Station:** Selectman Guarino spoke about the Requests for Proposals, he
18 would like a cover letter to go with the proposals requesting the MSW portion be returned by
19 May 31, 2013 to the Town of Gilmanton. This would allow time for the Board to make a
20 decision by the June 30, 2013 deadline to the Concord Co-op.
21

22 **Meeting Minutes:**
23

24 **MOTION:** On a motion by Selectman Guarino, seconded by Selectman Currier, the minutes
25 of April 29, 2013, were approved as amended at 9:20 pm. (3-0)
26

27 **Adjournment:**

28 **MOTION:** On a motion by Selectman, seconded by Selectman it was voted
29 unanimously to adjourn at 9:30 pm. (3-0)
30

31 Respectfully Submitted,
32
33
34

35 _____
36 Stephanie S. Fogg
Administrative Assistant